



CITY OF SPRINGDALE
Position Description

POSITION TITLE: Fire Chief

Exempt (Y/N): Yes

DATE PREPARED: July, 2012

DEPARTMENT: Fire

SUPERVISOR: Mayor

SUMMARY

The incumbent is responsible for the overall direction and management of the fire department. In conjunction with the leadership team of the fire department, is responsible for the readiness and staffing for department personnel and enforcement of City and department policies and procedures, under the direction of the Mayor. This position is responsible for the administration of the department's budget, facilities, equipment and personnel and ensures that the department is operated in such a manner in order to protect the health and safety of the citizens of the City of Springdale.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Develop the department's proposed annual operating budget and capital expenditures budget for submission to the Mayor.
2. Hold regularly scheduled management meeting with leadership personnel.
3. Ensure that all functions of the department are managed in an efficient and effective manner, while at the same time, maintain high quality service delivery. Make regular operation and/or departmental reports as requested by the Mayor.
4. In conjunction with the management team, develop, administer and enforce the policies and standard operating guidelines that assist with the smooth operation of the department.
5. Develop and present staffing level recommendations to Mayor to ensure adequate fire and paramedic coverage throughout the City of Springdale.
6. Provide direction to the clerical personnel on a regular basis.

7. Meet with the Mayor and/or the rest of the City's leadership team on a regular basis to maintain effective communications and to receive guidance and direction on Fire Department operations.
8. Perform other duties as required or assigned.

Budget Responsibility: \$ 9.5 MM Annual dollars
Facilities and Equipment Responsibility: \$ 40 MM Total value

SUPERVISION RESPONSIBILITIES

Directly supervises four to six subordinate supervisors who supervise a total of 117 employees in the department and four civilian staff personnel. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include: interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION AND EXPERIENCE

Bachelor's degree (B.A.) from four year university or college and a minimum 11 years of related experience and/or training; or equivalent combination of education and experience with a minimum of seven years of management experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Maintain knowledge and abilities to direct all fire personnel based on certificates, licenses and training required of a Battalion Chief and on-going Executive Officer's training.

INTERNAL COMMUNICATIONS

Regular contacts with the Mayor, City Council, department personnel and with other department heads as needed.

EXTERNAL COMMUNICATIONS

Regular contacts with outside government agencies, fire academy, vendors, citizens, and media.

USE OF EQUIPMENT AND/OR COMPUTERS

Must be proficient in the use of a personal computer, Microsoft Office Suite and standard office equipment. Proficiency in the use of all firefighting equipment is required.

OTHER SKILLS AND ABILITIES

Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must have ability to establish and maintain effective working relationships with management and staff.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally outside weather conditions and the noise level in the work environment is usually moderate.